



**VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY  
WASTE DIVISION  
OFFICE OF REMEDIATION PROGRAMS**

**VOLUNTARY REMEDIATION PROGRAM / APPLICATION TO PARTICIPATE**

**APPLICATION INSTRUCTIONS**

**INTRODUCTION**

Effective July 1, 1997, the State of Virginia issued new laws establishing the Voluntary Remediation Program. The Voluntary Remediation Program (VRP) has been developed by the Virginia Department of Environmental Quality (DEQ) to implement 9 VAC 20-160-10 *et seq.* This application package, containing an application form and instructions, provides the necessary guidance for application to the VRP. In addition to the information requested in this form, "Guidance For Determining Eligibility of Sites for the Voluntary Remediation Program" (VRP 99-01) is available at the DEQ web site or by contacting the VRP directly (see contact information below)

**APPLICATION AND INFORMATION SUBMITTED**

The completed application and information submitted with the application will be used by DEQ for determining eligibility for participation in the VRP. Please be sure to include a map with the application that clearly depicts the property boundaries. See miscellaneous instructions, information and attachments section of this application for specific requirements of the map.

**WHERE TO SEND APPLICATION**

Send completed application and supporting information to:

Voluntary Remediation Program  
Office of Remediation Programs  
Waste Division  
Virginia Department of Environmental Quality  
P.O. Box 10009  
Richmond, Virginia 23240

**DEQ'S REVIEW AND RESPONSE TO AN APPLICATION**

DEQ has 60 days from receipt of a complete application to determine a property's eligibility for participation in the VRP. This review time includes an evaluation of the application by the appropriate DEQ regional office and other programs administered through the regional office. Incomplete applications may be returned to the applicant with specific identification of incomplete items. The applicant has 30 days to submit a revised and/or completed application to DEQ.

**APPLICATION FORM INSTRUCTIONS**

Please type or print clearly. Although not required, it is recommended that the application form be used to assure that all necessary information is submitted to DEQ. Please be sure to include information requested in Section IV (Eligibility Information) as an attachment to the forms provided herein. This application is available electronically at the DEQ web site at [www.deq.virginia.gov/vrp](http://www.deq.virginia.gov/vrp)

**QUESTIONS ON ELIGIBILITY AND/OR COMPLETING THE APPLICATION**

This application is available electronically at the DEQ web site at [www.deq.virginia.gov/vrp](http://www.deq.virginia.gov/vrp), or call a VRP staff member at (804) 698-4190.

## APPLICATION INSTRUCTIONS

### SECTION I

### SITE INFORMATION

Site Name	Provide a name for the property. The name could be an owner's name, current or historical operations, or the general location of the property (i.e., ABC Furniture). If multiple parcels/businesses are to address in the VRP, provide names for each parcel.
Site Address	Provide a street address. For sites with multiple addresses, please provide that information. Also include the legal description for the property and a tax lot number, if one exists, which identifies the property. A tax lot number may be obtained from the city or county tax appraiser's office. <b>Include a near vicinity map that clearly depicts that highlights the Site being proposed for the VRP and indicates surrounding property usage. Failure to include the map could result in the application being deemed incomplete.</b> "Site" means any property or portion thereof, as agreed to and defined by the participant and the department, which contains or may contain contaminants that is being proposed to be addressed under this program. Please identify the "site" being proposed.
Historical Use	Provide a complete and specific description of the historical use of the property, <u>including past owners and/or operators</u>
Current Use	Describe current activities at the property including current zoning.
Future Use	If known, describe the intended future use of the property.
Surrounding Land Use	Describe the land use in the area surrounding and immediately adjacent to the property. Please identify the present zoning classification of surrounding properties.

### SECTION II

### CONTACT INFORMATION

Applicant Name	Provide the name of the person(s) requesting participation in the VRP.
Title/Organization	If the applicant is representing an organization, trust, company, or another individual, indicate the name of the organization and the applicant's title as representative.
Contact Information	Provide the applicant's mailing address and direct telephone number; include a fax number if available.
Owner Information	if the applicant is not the owner of the property, identify the owner and provide the requested information.

Note: If the applicant is not the owner of the property described in Section I, documentation is required with the application verifying that the applicant has access to or control of the property and is the authorized agent of the owner. Documentation should include a written confirmation from the owner that the applicant has access for purposes of conducting VRP activities. Such documentation, if applicable, should be attached

### SECTION III NATURE OF POTENTIAL CONTAMINATION

Chemical Products	Check all boxes that indicate the general categories of chemical products and/or waste handled, stored, or disposed of on the property. Check all boxes applicable to the property regardless of whether or not a category of chemical is considered a potential source of contamination. Check the "Other" box and list any other chemical products or wastes for which descriptors are not provided.
Source of Contaminants	Check the appropriate boxes to indicate the known or suspected sources for the contamination at the property.
Area(s) of Concern	Provide a brief description of the environmental impacts at the property. The description should provide a clear basis for why the subject property or a description of environmental impacts to the property.
Listing of Contaminant Compounds	If known (from analysis of samples), provide a listing of contaminants detected at the property with the maximum concentration detected and identify the media in which each contaminant was detected. Attach additional sheets for the listing if necessary, or, as requested below, reference and include laboratory reports for sampling conducted at the property.
Investigative Work	Check the appropriate boxes to indicate if any environmental investigation has been conducted at the property. If some investigation has been done, check the boxes indicating the level of investigation conducted to date.

**IMPORTANT** – The application package should summarize the results of any Phase I or Phase II Investigations including maps and data. Copies of investigative reports, and assessments can be included, but should not be submitted in lieu of this requested form.

## SECTION IV

## POTENTIAL JURISDICTION DISCUSSION

As a separate attachment, provide complete and detailed information in response to the following eligibility questions. It is permissible to reference specific sections of existing site reports however, it is requested that that information be summarized. It is important that essential information, such as type, amounts of materials, and the date of release/disposal be discussed. The outline below is provided to ascertain appropriate information as defined in 9 VAC 20-160-30 so that DEQ can expeditiously provide a VRP Eligibility Determination. For sites with multiple addresses, please include this information for each address.

Nature of Release	Describe the environmental condition of the site proposed for participation in the VRP. The description must include at a minimum all information of which the applicant is aware concerning the nature and extent of any known contamination at the site and/or immediately contiguous to the site. The description must include pertinent information such as type of material released/disposed, dates of release(s), location of release(s), extent of offsite impacts.
CERCLA Investigation	Describe any investigations that have been conducted relative to the property under the auspices of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), also referred to as Superfund.
CERCLA / NPL Listing	Has the site or any portion of the property ever been listed or proposed for listing on the National Priorities List (NPL) established under CERCLA? If so, please describe.
Petroleum or oil releases	Is the release(s) involved currently being regulated or has been regulated under Article 9 (Va. Code §§ 62.1 - 44.34.8 <i>et seq.</i> ) or Article 11 (Va.Code §§ 62.1-44.34:14 <i>et seq.</i> ) of the Virginia State Water Control Law? If so, please describe.
RCRA	Discuss if the site has, should have had, or has ever had a Resource Conservation and Recovery Act (RCRA) Permit or RCRA Interim Status in accordance with the Virginia Hazardous Waste Management Regulations (9 VAC 20-60-10 <i>et seq.</i> ). If the answer is yes, please provide: 1) type of permit, such as a permit for treatment, storage, and/or disposal (active or post closure); 2) EPA Identification Number; 3) the date the permit was issued; and 4) the expiration date of the permit.
Present or Past Permits	Please identify any environmental permits issued by the VDEQ or USEPA (air, water, waste) pertaining to the site.
Enforcement Action	Discuss if remediation of the subject release is currently subject to an enforcement action pursuant to city, county, state, or federal environmental laws. Enforcement actions are generally interpreted as orders or civil lawsuits issued by governmental entities to conduct regulated activities at a property or facility. They include environmental orders or agreements (e.g., Consent Order / Agreement, Interim Agreement, Letter Agreement, etc.) with a city, county, state, or federal agency.
Open Dump	Discuss if the property has ever been or should be classified as an Open Dump pursuant to Part IV (9 VAC 20-80-170 <i>et seq.</i> ) of the Virginia Solid Waste Management Regulations (9 VAC 20-80-10 <i>et seq.</i> ) (i.e., any site on which solid waste is placed, discharged, deposited, injected, dumped, or spilled as to create a nuisance or present a potential hazard to human health or the environment.)
Waste Generator	Discuss if there are any past or current activities conducted at the property that require classification as an EPA or Virginia Hazardous Waste Generator. If a facility or operation on the property was or is classified as a hazardous waste generator, specify the applicable identification number where indicated.
Immediate Risk	Please respond by indicating, to the best of your knowledge, if contamination at the property poses an immediate risk of harm to human health and the environment.
Impact to Drinking Water	Indicate if contamination at the property has the potential to impact, or has already impacted, public or private drinking water wells or surface water supplies, such as supply intakes or streams or lakes.



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OFFICE OF REMEDIATION PROGRAMS

VOLUNTARY REMEDIATION PROGRAM / APPLICATION TO PARTICIPATE

**SECTION I SITE INFORMATION**

Site Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and/or County \_\_\_\_\_ Zip Code \_\_\_\_\_  
Legal Description (Please include a map that clearly depicts the property boundaries including the " site to be addressed.) \_\_\_\_\_

Briefly describe the historical use of the site with corresponding years of production.

\_\_\_\_\_

Attach additional sheets if necessary

Current Use of the site \_\_\_\_\_  
Future Use of the site \_\_\_\_\_  
Land Use of Surrounding Property \_\_\_\_\_

**SECTION II CONTACT INFORMATION**

**Applicant Name** (Name of party participating in the Program) \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Please Indicate Applicant's interest in the Site (owner, operator, contract purchaser, etc.) \_\_\_\_\_

**Owner's Name** (Legal owner of Property ) \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Note: If the applicant is not the owner of the property described in Section I, documentation is required with the application verifying that the applicant has access to or control of the property and is the authorized agent of the owner. Documentation should include a written confirmation from the owner that the applicant has access for purposes of conducting VRP activities. Such documentation, if applicable, should be attached

**SECTION III****NATURE OF POTENTIAL CONTAMINATION**

Chemical products / wastes present, used, or stored at the property include

- |  |  |
|--|--|
| <input type="checkbox"/> Solvents / degreasers | <input type="checkbox"/> Pesticides (herbicides, insecticides, etc.) |
| <input type="checkbox"/> Petroleum products    | <input type="checkbox"/> Inorganics (salt, soda ash, etc.)           |
| <input type="checkbox"/> Acids / bases         | <input type="checkbox"/> Metals                                      |
| <input type="checkbox"/> Paint / paint wastes  | <input type="checkbox"/> Other _____                                 |

Known or suspected sources of contaminants:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Surface spill or discharge  | <input type="checkbox"/> Underground tank / piping  | <input type="checkbox"/> Lagoons or ponds        |
| <input type="checkbox"/> Dumping or burial of waste  | <input type="checkbox"/> Above ground tank / piping | <input type="checkbox"/> Seepage pit or dry well |
| <input type="checkbox"/> Septic tank / lateral field | <input type="checkbox"/> Pipeline release           | <input type="checkbox"/> Source not known        |
| <input type="checkbox"/> Drums or storage containers | <input type="checkbox"/> Adjacent property          | <input type="checkbox"/> Other _____             |

Briefly describe the potential Areas of Concern on the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets if necessary

List the contaminants, maximum concentrations (if known), and media impacted (if known):

<u>Contaminants</u>	<u>Maximum Concentration (State or circle units)</u>	<u>Media</u>
_____	(ppb/ppm) _____	_____
_____	ppb/ppm) _____	_____
_____	(ppb/ppm) _____	_____
_____	(ppb/ppm) _____	_____
_____	(ppb/ppm) _____	_____

Attach additional sheets if necessary

Investigative work conducted at the property:

- |  |  |
|--|--|
| Has investigative work been conducted at the property?       | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Has an environmental audit been conducted? Phase I           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Phase II   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have other investigations / sampling been conducted?         | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are water wells or monitoring wells located on the property? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Who conducted the investigation?                             | _____  |

**SECTION IV****POTENTIAL JURISDICTION DISCUSSION**

Has a discussion of potential regulatory jurisdiction been included as an attachment to this application? (see instructions)?

- ☐ Yes
- ☐ No. Explain \_\_\_\_\_

## MISCELLANEOUS INSTRUCTIONS, INFORMATION, AND ATTACHMENTS

### Site Maps / Legal Maps.

As stated in Section I, a map that clearly identifies property boundaries must be included with the application. DEQ recommends the site map include the entire property, or specific portion intended to be addressed through the VRP, as DEQ's Certification of Satisfactory Completion will only be issued for the property or specific portion thereof identified in the application. In addition, DEQ will require that a legal map of the property be submitted prior to issuing a Certification of Satisfactory Completion. A legal map is considered to be a map or plat, that contains a metes and bounds description and depicts the legal boundaries of the property for which the Certification of Satisfactory Completion will be issued, such as maps prepared by a Registered Land Surveyor. It is not necessary to conduct a legal survey for the purposes of submitting an application; however, the legal map will be required prior to DEQ's issuance of the Certification of Satisfactory Completion.

## SECTION IV CERTIFICATION

I hereby certify that to best of my knowledge, the information as set forth in this application and supporting attachment is true and accurate.

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that to best of my knowledge, the information as set forth in this application and supporting attachment is true and accurate.

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_